

Internal Audit Findings Report

Date: [Insert Date]

To: [Board of Directors]

From: [Internal Audit Department]

Subject: Internal Audit Findings

Executive Summary

The internal audit conducted on [Insert Audit Period] has revealed several key findings that require the attention of the board. This report summarizes our observations and the resulting recommendations for corrective actions.

Findings

1. **Finding 1: [Insert Title]**

Description: [Insert detailed description of finding]

Recommendation: [Insert recommendation]

2. **Finding 2: [Insert Title]**

Description: [Insert detailed description of finding]

Recommendation: [Insert recommendation]

3. **Finding 3: [Insert Title]**

Description: [Insert detailed description of finding]

Recommendation: [Insert recommendation]

Conclusion

The findings and recommendations outlined in this report are intended to enhance the organization's control environment and ensure compliance with regulations and policies. We urge the board to address these issues in a timely manner.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Title]

[Internal Audit Department]